



STATE  
OF  
GEORGIA

# Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

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1. Application Date <b>5-22-72</b>		<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received <b>MAY 24 1972</b> Application No. <b>142</b> Date Completed <b>MAY 25 1972</b>	
2. Agency Application No. <b>MS 101</b>		3. AGENCY, Division, Subdivision & Administering Office Address State Merit System Personnel Transactions Division 244 Washington Street, S. W. Atlanta, Georgia 30334		4. Person to Contact <b>H. W. King</b>	
				5. Working Title <b>Asst. Division Dir.</b>	
				6. Tel. No. <b>656-2730</b>	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Inclusive Dates <b>1943 to date</b>		9. EXACT SERIES TITLE <b>Agency Payroll Files Department Payrolls to be Audited and Department Payrolls Audited</b>			
10. What function performed resulted in creation of this series <p>The Merit System Act (Act 12 approved 3/10/71 as ammended) provides that: "A copy of the payroll of each agency under the Merit System shall be submitted to the Director by the appointing authority within thirty calendar days following each payroll period. The Director shall review the payroll for comformity with the provisions of these rules and certify them within thirty calendar days to the department. The Director shall forward as payroll exceptions to the State Auditor practices and procedures not in accordance with these Rules and Regulations." Payrolls are reduced to punched cards and a machine audit is performed, which results in an exception list printout. This list is manually checked and unresolved exceptions are returned to the department for correction and/or explanation. There are approximately 35,000 Merit System employees, and the majority are paid twice each month.</p>					
11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any <p>The payroll reports show employee name, social security number, position number, class number, amount of days in pay status and amount of pay. All departments forward either a printout or typed copy of the complete payroll for each pay period. Printouts are accompanied by punched cards. Typed payrolls are reduced to punched cards by the Computer Center.</p>					
12.					
EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers		24	360	12 18	
Legal-size File Drawers				Floor Space Occupied (Square Feet)	
Microfilm			4.7	By Annual Accumulation	
1943 to 1962				This Year's Last Year's Preceding Year's All Prior Years'	
State Records Center			106	AVERAGE DAILY REFERENCES	
				10 -- -- --	

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☐ ☒
14. Is there a duplication of this series in another office or agency?  
Each Department and State Auditor retain copies. ☒ ☐
15. Is the information contained in this series ever summarized or published?  
State Auditor's annual report summarize ☒ ☐
16. Does the series contain classified information requiring security handling? ☐ ☒
17. Does the series document policies and procedures of agency's operation or function? ☐ ☒
18. Could the function be performed if the files were lost or destroyed? ☒ ☐
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ ☒
20. Does the record series provide data as input to an EDP file? ☒ ☐
21. Does the record series contain documentation produced as EDP printout? ☒ ☐
22. Is the series affected by Federal or grant funds? ☒ ☐
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ ☒

24. REQUIREMENTS. The following requires the files to be kept permanently years:

- a. ☒ STATE LAW    b. ☐ STATUTE OF LIMITATION    c. ☐ AUDIT PERIOD    d. ☐ FEDERAL LAW    e. ☐ ADMINISTRATIVE DECISION    f. ☐ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

Merit System Act (Act 12, approved 3/10/71 as ammended) as contained in Merit System Rules and Regulations paragraph 3.803. Rules may be ammended by the State Personnel Board.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☐ FISCAL YEAR ☒ OTHER Audit period, then:

A. ☐ Destroy immediately after cut off.

B. ☐ Hold in current files area \_\_\_\_\_ month(s)/\_\_\_\_\_ year(s), then:

1 ☐ Destroy.

2 ☐ Transfer to records center; hold \_\_\_\_\_ year(s), then:

a ☐ Destroy.

b ☐ Transfer historical material to Archives; destroy remainder.

3 ☒ Destroy after audit ~~XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX~~

C. ☐ Hold in current files area indefinitely.

D. ☐ Hold in current files area \_\_\_\_\_ year(s), then transfer to Archives permanently.

E. ☐ Other

(Indicate briefly rationale for recommendations above/or write additional remarks):  
Departments retain record copy. State Auditor maintains one copy, summarizes and publishes this information in annual report form.

(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)

26. <i>Edith Stone</i> Edith Stone	Recommended by H. W. King	Approved for Division Date <i>Edith Stone</i> 5/22/72	Records Management Officer Date <i>Edith Stone</i> 5/22/72
Recommendations in Paragraph 25 are:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Head of Agency <i>William M. Davis</i>	Date 5/22/72
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Director, Archives & Records Dept. of Audits <i>William M. Davis</i>	Date 5/24/72
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Secretary of State / Designee <i>Carroll Hart</i>	Date 5-24-72
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Secretary of State / Designee <i>Carroll Hart</i>	Date 5/24/72